



FILTON TOWN COUNCIL

**Members are hereby summoned to a meeting of the
Assets & Open Spaces Committee
to be held on Tuesday 21st October 2025 at 7.00pm at Filton Town Council
Conference Room, Elm Park, Filton BS34 7PS**

16th October 2025,

Simon Davies
Town Clerk & RFO
Elm Park, Filton,
South Gloucestershire, BS34 7PS
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AGENDA

- 1. Evacuation Procedures**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

- a. To receive declarations of interest from Councillors on items on the agenda.
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c. To grant any requests for dispensation as appropriate

4. Exclusion of the Press and Public – (RESOLVE)

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the Public Bodies (Admission of Meetings Act) as amended 1960, in order that confidential items can be discussed. If a decision is made to exclude, this should be by resolution. Filton Town council Standing Orders 3 (d).

5. To approve the minutes of the Assets & Open Spaces meeting held on Tuesday, 16th September 2025 – (RESOLVE)

6. Overview of current Open Spaces projects – (NOTE)

To update members on ongoing open spaces projects.

7. Allotment Management - The Sidings Allotments (formerly “Station Road”)

- a. Councillors to note the additional proposed changes including: Plot Re-numbering, Site Renaming. - (Annex A1) – (NOTE)
- b. To note and consider the Rent Review Justification document and approve the proposed annual rent adjustment taking effect from the tenancy renewal date of 29th October 2025 and the introductory admin fee for new tenants to commence April 2026. - (Annex A2) – (RESOLVE)
- c. To note the Tenant Consultation feedback on the initial refreshed allotment tenancy agreement (Version 2) and the action points for version 3. - (Annex A3 & A3.1) – (NOTE)
- d. Councillors to review, discuss and adopt the revised tenancy agreement for use at The Sidings Allotments (Version 3) following plot holder consultation. - (Annex A4) – (RESOLVE)

8. Wessex RFCA sub lease agreement – (RESOLVE)

Members to consider Wessex RFCA's proposal to increase lease term length from 15 years to 30 years, as they have secured funding for expansion of activities at the site. (Annex B)

9. Elm Park Leisure Compliance – (NOTE)

Overview of leisure centre compliance (Annex C)

10. Restoration of Phone Box – (NOTE)

The committee to receive a presentation on the work required to restore the phone box on Gloucester Road North.

11. Crime Reduction Surveys – (NOTE)

The committee to review crime reductions surveys from Avon and Somerset police, undertaken for Elm Park and Northville Community Garden. (Annex D1 & D2)

12. Date of next Meeting - Tuesday, 18th November 2025 at 7pm.

Circulation List – Members	
Cllr John Baverstock – <i>(Chair)</i>	3 x Cllr <i>VACANCIES</i>
Cllr Tom Mewies – <i>Mayor</i>	Town Clerk
Cllr Alex Doyle	Deputy Clerk
Cllr Julie Molloy	Support Officer
Cllr Anne Kenyon	Head Ranger
Cllr Susan Milstone	Open Spaces Team

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